

Sole Source Procurement Instructions

Department: PUBLIC UTILITIES

Date: 2-27-15

Vendor: WERRES CORPORATION

It is the policy of the City of Harrisonburg that contracts/products be awarded on a competitive basis and that the use of a sole source procurement must be limited to those instances where only one source is practicably available.

1. Explain why this is the only product or service that can meet the needs of the department making the purchase.

THIS VEHICLE HAS SLIDING DOORS AND CENTER STEERING ENABLING IT TO BE USED EFFICIENTLY FOR READING WATER METERS. THIS VEHICLE IS ALMOST AN EXACT REPLICA OF THE CUSHMAN SCOOTER THAT HAS BEEN USED BY THE DEPARTMENT FOR THIS ~~WORKING~~ JOB FOR OVER 25 YEARS NOW.

2. Explain why this vendor is the only practicably available source from which to obtain this product or service.

THIS IS THE ONLY VENDOR THAT CARRIES THIS TYPE OF VEHICLE

3. Explain why the price is considered reasonable.

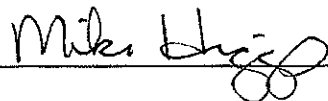
SEE ATTACHED

4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price for the taxpayers.

WE LOOKED AT OTHER OPTIONS TO PERFORM THIS PARTICULAR JOB AND NOTHING SEEMED TO WORK AS WELL AS THE "SCOOTER" TYPE VEHICLE FOR READING WATER METERS

Please attach this form to the Requisition and forward to Purchasing.

Signature:



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